

ATTACHMENT A

FCI FORT DIX
HEALTH SERVICES UNIT
ADMISSION AND ORIENTATION
Lesson Plan
Updated November, 2016

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1. GENERAL GUIDELINE

A. LESSON STRATEGY

During Admission and Orientation, new commitments are provided with guidelines on how to acquire medical/dental attention. The information is presented verbally by a member of the medical staff designated by the Health Services Administrator. The information necessary for admission and orientation to medical services at this institution is also provided in the "Inmate Handbook".

1. The manner in which health care services are acquired will be clearly described to the new commitments in order that they may have access to those services.
2. New commitments will become aware of the formal structure as it is designed for the provision of medical services equally to all inmates.
3. All inmates will be made aware that all inmates who wish to attend sick call are permitted to do so.

B. COURSE OBJECTIVES

1. Inmates will be advised of their right to access to medical care.
2. Inmates will be informed of the ways to acquire medical attention and dental care through sick call to include Co-payments.
3. Inmates will be advised of the way to obtain optometric attention.
4. Inmates will be informed of the availability of emergency medical care.

5. Inmates will be informed of what they are to do in the event that they are injured.
6. Inmates will be advised of the procedure regarding the dispensing of medication at the pharmacy pill lines.

C. LESSON PLAN

1. The right to medical attention.
2. Sick call (appointments) and Call out (appointments).
3. Dental care.
4. Optometric examinations.
5. Injuries and medical emergencies.
6. Annual physical exams, Biennial exams and pre-release exams.
7. Health Services Administration.
8. Medical staff.
9. Infectious disease (HIV-AIDS) and other infectious disease; (Hepatitis & Tuberculosis).

D. TEACHING PLAN

1. Lecture.
2. Question and answer.
3. Inmate handbook.
4. Patient's Rights.

2. PURPOSE

The purpose of this procedure statement is to delineate, for the assigned medical staff member, the types of information

that must be covered in the A & O presentation at the Federal Correctional Institution Fort Dix, NJ.

3. SCOPE

Inmates newly designated to FCI, Fort Dix shall attend an A & O lecture pertaining to Medical and Dental Services by an assigned medical staff member, to inform new commitments and transferee's concerning major medical functions, daily practices, and program availability. Also, at this gathering, the most recent of a series of informative AIDS videos will be shown.

4. SERVICES

Primarily medical, dental and psychiatric services, are rendered on an outpatient basis

In addition to the full time staff which consists of Physicians, Mid-level Practitioners, Administrators, Dentists and ancillary staff support services are contracted which includes Optometry, Surgery, Psychiatry, Urology, Orthopedics, Podiatry, Dietary, Cardiology, Radiology and Laboratory services.

In addition, support services are contracted. e.g. Ophthalmology, Optometry, Orthopedics, Radiology, and Internal Medicine.

Community hospitalization is available for those requiring services beyond the limitations of the Health Services Unit.

5. SICK CALL APPOINTMENTS

Inmates who wish routine medical or mental health care will be present in Health Services between the hours of 6:10 am - 6:40 am on Monday, Tuesday, Thursday and Friday. Note: Wednesdays are set aside to perform physical examinations. Appointment times will be prioritized according to severity of each medical problem. Inmates who arrive in Health Services be triaged and placed on the call-out for an appointment. Dental sick-call will be triaged during the same time period. Requests for routine dental care will be scheduled upon receipt of a cop-out from the inmate.

6. EMERGENCY MEDICAL TREATMENT

Inmates who become ill after sick call appointment sign-up must request the detail supervisor or unit officer to call the medical department for assistance. Emergencies or injuries will be handled as they occur. Outside emergency medical care is available for those cases beyond the scope of the Institution Health Services Unit.

7. EVENING, WEEKEND, HOLIDAY SCHEDULE

Evenings, weekends and holidays are for the treatment of acute medical problems only. At least one of the medical staff is on duty or on-call 24 hours a day, 7 days a week.

8. MEDICATIONS - PILL LINES

Pill Line will be open at the following approximate times:

6:05 am - 6:15 am (Insulin only)
6:15 am - 7:00 am
11:30 pm - 12:30 pm including self-carry med pick-up
5:00 pm (Insulin only)
5:15 pm - 7:00 pm

Pill line times may vary and may be adjusted to allow inmates **necessary** access to Pill Lines.

9. DENTAL EXAMINATIONS

Emergency dental appointments will be given during the regular morning sick-call sign-up. For dental emergencies outside regular sick call, the detail supervisor or unit officer must contact the Dental Department for assistance.

Routine dental care should be requested by way of an institution cop-out.

10. PHYSICALS

Inmates designated to Fort Dix will be given a medical screening during their in processing. Complete History and

Physicals for new commitments will be performed during the first two 14 days at FCI, Fort Dix.

11. UNAUTHORIZED VISITS

Inmates are not permitted in the Health Services area unless they are called in for an appointment or are assigned to the Health Services detail. Inmate work details are not allowed in the Health Services Unit without direct supervision. Inmates must be **fully dressed** when in the Health Services Unit.

12. CALL-OUTS.

It is imperative that you watch the call-outs daily so that you do not miss any scheduled examinations/procedures. Failure to attend a call-out could result in an incident report.

13. PREA

There is a zero tolerance policy for sexual harassment, abuse and assault. Inmates have several ways to report including notifying any staff member, filing an administrative remedy, sending an electronic message to Department of Justice via TruLincs or a written letter to Department of Justice. Detailed information is posted throughout the institution, including your housing unit.

14. Resolution of Complaints

Inmates have the right to utilize the Administrative Remedy process to formally address any healthcare related complaints or issues. However, we encourage inmates to first attempt informal resolution of any complaints prior to submitting a Request for Administrative Remedy. This can be done by speaking to Health Services Administrative Staff at Main Line or attending one of Health Services Open Houses.

15. PATIENT'S RIGHT

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your

health care providers.

1. *Right* -You have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call, dental sick call and all support services. Normal sick call sign up at this facility is held on Monday, Tuesday, Thursday, and Friday between 0630 and 0645 hours. Emergency health care services are available 24 hours each day, and are accessed by contacting the correctional worker responsible for you.

Responsibility -You have the responsibility to comply with the health care policies of this facility. You have the responsible to follow recommended treatment plans that have been established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions o~ your health care provider.

2. *Right* - You have the right to be offered the chance to obtain a Living Will (at your own expense), or to provide the Bureau of Prisons with Advance Directives that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient of a hospital.

Responsibility-You have the responsibility to provide the Bureau of Prisons with accurate informs- on to complete this agreement.

3. *Right* -You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Responsibility-You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

4. *Right*-You have the right to know the name and professional status of your health care providers.

Responsibility-You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall

health.

5. *Right*-You have the right to be treated with respect, consideration, and dignity.

Responsibility - You have the responsibility to treat staff in the same manner.

6. *Right* - You have the right to be provided with information regarding your diagnosis, treatment and prognosis.

Responsibility-You have the responsibility to keep this information confidential.

7. *Right*-You have the right to be examined in privacy.

Responsibility-You have the responsibility to comply with security procedures.

8. *Right*-You have the right to obtain copies of certain releasable portions of your health record.

Responsibility-You have the responsibility of being familiar with the current policy to obtain these records.

9. *Right* - You have the right to address any concern regarding your health care to any member of the institution staff including the physicians, the Health Service Administrator, the members of your Unit Team, and the Warden.

Responsibility - You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, open house, or the accepted *Inmate Grievance Procedures*.

10. *Right*-You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health

care provider.

Responsibility-You have the responsibility to comply with prescribed treatments and follow prescriptions orders. You also have the responsibility not to provide any other person, or accept from any other person, medications or other prescribed items.

11. *Right*-You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

Responsibility-You have the responsibility to eat healthy and not abuse or waste food or drink.

12. *Right*-You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year.)

Responsibility-You have the responsibility to notify medical staff that you wish to have an examination.

13. *Rights* - You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.

Responsibility-You have the responsibility to maintain your oral hygiene and health.

14. *Right*-You have the right to a safe, clean and healthy environment, including smoke-free living areas.

Responsibility-You have the responsibility to maintain the cleanliness and safety in consideration of covers. You have the responsibility to follow smoking regulations.

15. *Right*-You have the right to refuse medical treatment in accordance with Bureau of

Prisons' Policy. Refusal of certain diagnostic test for infectious diseases can result in administrative action against you.

You have the right to be counseled regarding the possible ill effects of re using medical treatment.

Responsibility-You have the responsibility to notify health services regarding any ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

15. GENERAL DISCUSSION

At the close of the lecture, inmates in attendance are allowed to discuss special individual medical problems and pertinent Health Services policies not clearly understood during the presentation.